

CHAPTER 16

G-3/DIRECTORATE OF PLANS, TRAINING, AND MOBILIZATION

Section I. RESPONSIBILITIES

16-1. G-3/DIRECTOR OF PLANS, TRAINING, AND MOBILIZATION (G-3/DPIM). The G-3/DPIM is the Commanding General's principal staff officer for plans, operations, and training. Responsible for contingency and mobilization planning operations of the USAARMC, programming of training loads, scheduling of resident training, maintenance and management of range complexes and training areas, range modernization, aviation support to the USAARMC and its tenant organizations, execution of staff level NBC activities, providing training aids/audiovisual support, and operation of the Patton Museum of Cavalry and Armor. Responsible for overall supervision, management and operation of MOS libraries, learning centers, educational/vocational counseling and all related education services for military members, family members and Department of the Army civilians. Responsible for overall coordination of ROTC Basic Camp. Responsible for overall planning, supervision, coordination and support of Reserve Component (RC) activities and training during peacetime and mobilization. Serves as Major Activity Director for Primary Program 2 (General Purpose Forces) and Primary Program 8 (Training and Other Personnel Activities) and is a member of the USAARMC Program-Budget Advisory Committee. Responsible for coordinating force integration matters pertaining to equipment acquisition, distribution, and redistribution at Fort Knox.

Section II. FUNCTIONS

16-2. ADMINISTRATIVE OFFICE. Receives and reviews G-3/DPIM correspondence and routes to Deputy Director or appropriate division. Ensures administrative correctness and completeness of outgoing correspondence. Maintains suspense control. Acts as SECRET Control Officer for G-3/DPIM. Prepares office SOP. Requisitions pinpoint distribution for the G-3/DPIM.

16-3. ARMOR BRANCH HISTORIAN. a. Advises the Commanding General concerning command responsibilities pertaining to the TRADOC and DA History Programs, and other historical matters affecting the command

b. Serves as the Armor Branch Historian.

c. Prepares the Armor Center's Annual Historical Review and special historical studies.

d. Provides advice and assistance to the Armor School on the implementation and conduct of its historical program.

16-4. RESOURCE MANAGEMENT DIVISION. a. Advises the G-3/DPIM on management aspects to include programming, budgeting, financial matters, manpower management, and other Army Management System functions.

b. Prepares the G-3/DPIM portion of the USAARMC Operating Program.

c. Advises installation training brigades, the 194th Armored Brigade, and other activities under the major activity directorship of G-3/DPIM in the development of budgetary feeder data required for completion of budget programs for which the G-3/DPIM is responsible. Reviews, revises, consolidates, and finalizes feeder data for formal budget submissions to TRADOC and FORSCOM.

d. Supervises the execution of the current year budget. Establishes fund control procedures and initiates recommendations for command policy on priority of expenditures and reprogramming actions.

e. Advises the G-3/DPIM in the development, coordination, and content of preliminary studies conducted to determine the effect of new or revised missions as directed by TRADOC and FORSCOM.

f. Responsible for coordination and consolidation of various recurring reports and special management studies within G-3/DPIM.

g. Serves as coordinator to operating officials of G-3/DPIM and Armor Center/School activities in administration of civilian personnel management program.

h. Serves as the long-range resource (less manpower) manager for the Training Requirements Analysis System (TRAS) and other long-range programs and projects.

16-5. PATTON MUSEUM DIVISION. a. Collects and maintains items of historical interest relating to Armor and Mechanized Cavalry, Fort Knox, and General George S. Patton, Jr.

b. Serves as installation property account for all historically significant properties.

c. Displays selected items for education and entertainment of military personnel and the general public.

d. Supports training at USAARMC and USAARMS by providing instruction and instruction material. Presents demonstrations of operational equipment both in course of structured training and for entertainment of museum visitors.

e. Supports Army-wide research in equipment by providing historical background material.

f. Maintains a library of reference material to provide information concerning items collected.

g. Provides administrative and logistical support for Armor Branch Historian function.

16-6. TRAINING DIVISION. a. Advises the G-3/DPIM in the execution of training responsibilities.

b. Central staff proponent for training, training management, and training resource programming for Fort Knox.

c. Receives, analyzes, and translates Armor Center ARPRINT training missions into Staff, Department and Unit Level Training Missions and loads, for peacetime, mobilization, and war.

d. Performs installation level FM 25-100/25-101 Training Management. Includes programming and coordinating training resources; developing, issuing, monitoring training guidance, programs, and policy; monitoring, tracking, problem solving, reporting, training execution, and other matters of training related policy on Fort Knox.

e. Provides staff advice to the G-3/DPIM on matters concerning Reserve Component training support, to include staff supervision and coordination for Basic ROTC Summer Camp and Army Orientation Training Cadet Drill Program. Course manager for ROTC Basic Camp and Third Class Combined Arms Training.

f. Programs, resources, and coordinates the Armor School and Center's training programs with student load, time, OPTEMPO, instructors, ammunition, training facilities, equipment, and training devices. Monitors training projects, equipment usage, and publications. Central internal and external tasking manager and agent for Fort Knox except for partial and land selected taskings.

g. Responsible for the management, scheduling, and scheduling policy of all resident/nonresident training and training resources (including all Armor School courses, One Station Unit Training (OSUT) and ATT). Provides overall command, control, and direction to include administration, supply, and office services for the division.

h. Coordinates, consolidates, and authorizes training ammunition forecasts and monitors ammunition expenditures. Directs and manages Schools program for the Armor Center and School as well as the DA assigned geographical area.

i. Prepares, coordinates, and maintains appropriate regulations dealing with instructional policies and procedures.

j. Acts for and advises G-3/DPTM, as required, on matters concerning equipment support requirements for the USAARMC and cross-support requirements between major subordinate commands.

16-7. INDIVIDUAL TRAINING BRANCH. a. Furnishes guidance to the training brigades and other USAARMC major subordinate commands on matters of policy, training directives, and doctrine related to IET.

b. Evaluates, analyzes, and coordinates matters relating to BT, AIT, and OSUT.

c. Receives final ARPRINT from TRADOC and provides copies to all training brigades and departments.

d. Determines and integrates forecasts for all courses into current and future class schedules.

e. Submits schedules for all courses to TRADOC via ATRRS.

f. Coordinates TCAT, CTLT, Drill Cadet Package Platoon Program, and COHORT programs.

g. Maintains records reflecting status of input vs ARPRINT for all courses taught at Fort Knox.

h. Maintains current training publications and directives pertaining to MOS initial training and resident training. Prepares, coordinates, and maintains appropriate regulations dealing with instructional policies and procedures. Revises, rewrites, and recommends additional publications.

i. Coordinates the installation effort for each DA Structure Manning Decision Review.

j. Coordinates projected input data from ATRRS with affected USAARMC agencies.

k. Identifies courses with the potential for nonconduct due to low input and notifies the DAC for resolution.

l. Plans and coordinates Commanding General's Quarterly Training Briefings.

16-8. SCHOOLS BRANCH. a. Responsible for planning, programming, and managing a Service School Program to meet the institutional training needs of the installation's military and civilian work force.

b. Conducts training surveys and annual updates of USAARMC major subordinate commands, tenant commands, staff offices, and supported feeder

installations to determine training requirements for military and civilian personnel.

c. Prepares and submits to DA, TRADOC, and DOD agencies programmed input for Army Service Schools, schools of other armed services, civilian institutions, factory and new equipment training, based on training requirements, submitted on an annual or as required basis by major subordinate and tenant commands, staff offices, and supported feeder installations.

d. Obtains/allocates/controls bulk, individual, and special training requirement quotas.

e. Counsels military and civilian personnel on their training needs and obtains required MOS producing/functional quotas.

f. Reviews school applications for eligibility, verifies qualifications to ensure prerequisites are met, develops appropriate cost estimates for each off-post training requirement, and requests orders.

g. Coordinates/monitors input for NOAA/Service School courses (i.e., First Aid, Master Gunner, Motor Officer, SOPLC, IET Cadre, and Tank and Scout Commander), as required.

h. Develop estimates of annual budget for school travel and per diem costs and maintains informal record of expenditures.

i. Under the NCO Academy regional concept, serves as the Regional PLDC and BNOC/CA/CS/CSS Training Spaces Manager as defined in AR 351-1 and provides PLDC/BNOC/CA/CS/CSS training support to meet soldier NOES career development training needs.

j. Responsible for coordinating worldwide Armor ANOC input (19D/19K) to the USAARMC. Provides DA and Service School coordination on ANOC attendance for all other MOS's in a TDY status and requests appropriate orders.

k. Coordinates/administers on-site training conducted by service schools, selected contractors, or civilian institutions.

l. Maintains Training Division publications library and makes initial distribution of the 350 and 351-series publications.

m. Conducts training analysis and prepares training statistics on PLDC, BNOC/CA/CS, ANOC, MG, IET, and DSS for submission to G-3/DPIM Resource Management and for entry into ATRRS.

n. Coordinates/administers the BNOC CS/CSS NOES program for USAARMC conducted courses and those courses conducted by other CONUS Service Schools.

o. Serves as the Satellite Education Program (SEP) Coordinator/Planner/Manager for SEP training courses for USAARMC training needs.

16-9. SCHEDULING BRANCH. a. Maintains USAARMC Master Training Schedule and FY Master Planning Schedules.

b. Prepares and publishes instructional schedules for all USAARMC classes to include ROTC Summer Camp (excluding the 194th Armored Brigade).

c. Requests and coordinates student bus transportation for USAARMC training.

d. Establishes priorities and schedules ranges and training areas for USAARMC training activities as well as other agencies conducting operational/developmental test activities.

e. Uses Automated System (AIMS) to assist in the scheduling functions.

f. Receives training ammunition requirements from USAARMC units and organizations and reviews/analyzes for authorizations and necessity IAW Training Ammunition Management Information System (TAMIS) authorizations.

g. Forecasts ammunition for institutional training.

h. Operates and maintains a TMACS computer terminal for access to the TAMIS.

i. Consolidates unit training ammunition forecasts and submits to Supply Division, G-4/DOL, for inclusion on Worldwide Ammunition Requirements and Assets Report, RCS GLD-1322 (R-1).

j. Coordinates with G-4/DOL and subordinate units on the availability of training ammunition and maintains records of ammunition authorizations, requirements, and expenditures.

k. Prepares and publishes USAARMC Weekly Highlights.

l. Establishes class start and close dates for AOAC, AOAC-RC, AOB, AOB-RC, ANCOG D/K, ANCOG D, OCC, SPLC, CLC, and PCC courses.

m. Assists in preparing long-range training programs not a part of new materiel systems development.

n. Coordinates and arranges facilities for special events including welcomes, graduations, conferences, and briefings; briefs official party on sequences and procedures.

o. Maintains and coordinates the use of Gaffey Auditorium and Gaffey II. Provides technical assistance for presentations in Gaffey Hall.

p. Requests and coordinates use of 113th Army Band for training activities functions.

q. Maintains necessary records and files pertaining to training.

r. Accomplishes coordination for training units with outside agencies, e.g., blood bank, G-4/DOL, MEDDAC, Education Center, etc.

s. Coordinates transportation, ranges, and training areas for ROTC Basic Camp.

t. Coordinates with other agencies to prevent scheduling conflicts.

u. Attends conferences pertinent to student input and scheduling.

v. Coordinates graduation speakers for AOAC/AOB students.

16-10. SUPPORT BRANCH. a. Acts for and advises the G-3/DPIM on matters concerning equipment support requirements for the USAARMC and cross-support requirements between major subordinate commands, tenant commands, and those generated by other TRADOC/FORSCOM major commands.

b. Prepares staff studies pertaining to USAARMC equipment and personnel support.

c. Performs inspection and liaison related to equipment support.

d. Programs, allocates, and coordinates inter-organizational support of troops and equipment between all major subordinate and tenant commands.

e. Programs, coordinates, and allocates all off-post support requests involving operational assets and personnel in support of Reserve Components, Recruiting Command, and TRADOC/FORSCOM taskings.

f. Coordinates/allocates support provided to the DTAFR, TSM, and DCD conducting operational/developmental test activities.

g. Functions as the single POC and coordination office for USAARMC staff directorates and major subordinate and tenant commands concerning tasking actions.

h. Provides short-range planning information to the G-3/DPIM for the allocation and management of post-wide operational assets.

i. Coordinates post training support for Reserve Components.

j. Conducts inspections of academic training to determine effectiveness of equipment support.

k. Screens, allocates, and coordinates troop detail requirements (TR) support.

l. Reviews TR to support POI and conducts weekly TR coordination meetings.

m. Monitors TR as the quality assurance component of training management.

n. Maintains records and files pertaining to operations, training, and TR matters.

o. Coordinates and monitors schedules and provides administrative support for Army Mobile Training Teams that deploy outside the continental United States.

p. Administers and controls the enlisted, warrant, and commissioned officer SD and TDY requirements.

q. Coordinates ROTC Basic Camp.

16-11. TRAINING MANAGEMENT BRANCH a. Evaluates the POI, CAD and ITP to determine the most appropriate student-to-resource ratio for each task. Performs on-site validations and evaluations of resources required to support training.

b. Maintains file and working copy of all course data approved by HQ TRADOC and proposed changes for all courses instructed at Fort Knox. Data includes ITP, CAD, POI with ICH, and the Master Training Schedules.

c. Maximizes manpower, equipment, OPTEMPO, facility, and training device utilization to obtain the best balance of resources required to meet training objectives.

d. In conjunction with DOTD and the training departments/brigades, manages and controls the degradation to training due to resources limitations or changes in student loads. Establishes priority for resources required in support of training at Fort Knox.

e. Coordinates and facilitates the TRAS Council quarterly meetings. Prepares information and analysis for meetings, prepares briefings, after action reports, and provides information on follow-up actions directed by the DAC.

f. Establishes class report, start and close dates for each resident course for the current FY plus two additional FYs.

g. Prepares justification IAW TRADOC instructions for Equipment Changes (DA Form 4610-R). Maintains a record of the DA Form 4610-R status during processing and updates the ATRRS system as required.

h. Prepares justification for changes in training facility requirements. Maintains a record of the MCA project status during processing and updates ATRRS system as required.

i. Develops and maintains Training Base Capacity Analysis (TBCA) for mobilization.

j. Provides a Training Operations Cell during mobilization and premobilization. Provides interface with higher headquarters regarding training loads, training guidance, and resources required for expansion.

16-12. PLANS AND OPERATIONS DIVISION a. Assists and advises the G-3/Director, DPIM on matters concerning employment of forces and resources in domestic emergencies, national emergencies, and contingency planning; coordinates planning requirements on an area basis with Reserve Components, Army Air Defense Command (AADC), AEC, District Engineer, and Class II activities and installations; provides planning guidance to other directors for formulation of annexes to emergency plans. Is the office of record for emergency/contingency plans and letter of instruction of this and higher headquarters.

b. In conjunction with Nuclear, Biological, and Chemical (NBC) Branch Chief, provides G-3/Director, DPIM advice on assistance in matters of NBC Defense operations and training. Operates the USAARMC NBC School.

c. Responsible for readiness reporting on all FORSCOM units. Operates the Worldwide Military Command and Control System (WWMCCS) terminal.

d. Responsible for testing conducted in the training brigades and postwide SDT testing postwide. Administers special tests such as U.S. Military Academy (USMA) physical qualification, Reserve Officer Training Corps (ROTC) Basic Camp physical fitness, and graded military skill tests.

e. Serves as the USAARMC POC for conferences and seminars, recruiting support, and tours.

f. Provides staff supervision for internal administration of force integration/modernization for Fort Knox.

16-13. PLANS BRANCH a. Develops plans concerning employment of forces and resources in emergencies and mobilization, and on all matters related to preparation for employment of forces and resources.

b. Prepares staff studies and estimates covering all plans pertaining to defense, mobilization, and on domestic emergencies.

- c. Prepares and maintains USAARMC Emergency Plans and SOP. Coordinates the preparation of supporting plans by other staff offices.
- d. Reviews emergency plans of this and subordinate headquarters to determine their feasibility and conformance to policies of the command.
- e. Performs inspection, liaison, and reconnaissance missions related to all matters concerning planning.
- f. Prepares for and coordinates the execution of exercises concerning USAARMC Emergency Plans.
- g. Activates, coordinates, and supervises the Emergency Operations Centers (EOC).
- h. Operates the USAARMC terminal of the WWMCCS. Prepares and submits various reports required at higher headquarters during mobilization and deployment. Periodically retrieves and updates the WWMCCS for mobilization and deployment planning.
- i. Collects and authenticates Unit Status Reports from FORSCOM units, prepares in ADP formation, and submits to FORSCOM.
- j. Plans, coordinates, and executes the installation Emergency Deployment Readiness Exercise for the 194th Armored Brigade. Prepares and maintains USAARMC Emergency Deployment Plan.
- k. Conducts announced and unannounced inspections of units to evaluate training methods, management, and program effectiveness; conducts the training management inspection portion of the Command Inspection (CI) for the USAARMC Inspector General. Prepares reports and coordinates training activities with major subordinate commanders.
- l. Prepares USAARMC supplemental policies to the Army and other higher headquarters' regulations and plans pertaining to operations and training.
- m. Plans, coordinates, and supervises activities pertaining to the USAARMC Army Marksmanship Program. Coordinates and supervises support activities concerning the National Trophy Matches and the National Rifle and Pistol championship.
- n. Prepares and supervises USAARMC OPSEC Program. Coordinates the preparation of supporting plans by other staff offices.
- o. Proponent for collections and reporting of all support provided to Civilian Law Enforcement agencies.
- p. Serves as the proponent on matters of combating terrorism.

q. Serves as the proponent for all counternarcotics support for Drug Law Enforcement agencies.

r. Responsible for operations of the installation Telephone Warning System.

s. Responsible for maintaining and operating high frequency radio in support of declared or undeclared local or state-wide emergencies.

t. Serves as installation POC for unit deployments for training purposes.

u. Installation coordinator for all AR 5-9 support requirements.

16-14. OPERATIONS BRANCH. a. Primary POC and coordinating office for USAARMC staff directorates, major subordinate commands, and senior and adjacent commanders.

b. Plans, coordinates, and executes Fort Knox's action in special projects such as Armor Conference, Golden Field Day, Independence Day Ceremonies, Memorial Day activities, and designated holidays.

c. Acts as coordinator and project officer for visits of large groups such as orientations/training visits by ROTC cadets, Junior ROTC cadets, civic leader groups, and veterans group.

d. Provides coordination for support to recruiting activities under the Total Army Involvement in Recruiting (TAIR) Program. Is the USAARMC POC for recruiting support.

e. Plans, coordinates, and supervises activities pertaining to parades, reviews, and ceremonies, including scheduling of Brooks Field and routes thereto.

f. Develops and/or reviews subordinate commands' plans for conduct of parades, reviews, orientations, graduations, and retirement ceremonies.

g. Approves requests for, and exercises operational control over, the 113th U.S. Army Band for USAARMC functions.

h. Schedules and coordinates the USAARMC Company Commander/First Sergeant Course.

16-15. TEST AND EVALUATION BRANCH. a. Monitors training pertinent to the End of Cycle Test (EOCT). Effects coordination between Training Group to ensure any changes are incorporated into the EOCT.

b. Monitors scheduling of the EOCT, Army Physical Fitness Test (APFT), and the Graduated Armor Training Evaluation (GATE)/Military Stakes Testing.

c. Administers the EOCT to Basic Training (BT) and Advanced Individual Training (AIT) personnel and drill sergeants.

d. Administers GATE I, II, III, and Military Stakes Tests to One Station Unit Training (OSUT) personnel.

e. Maintains statistical records on effectiveness of training based on tester performance on tests administered.

f. Conducts, coordinates, and assists in the research and evaluation of BT/OSUT training programs.

g. Monitors the final APFT for BT, OSUT, and AIT soldiers, and ensures testing is uniformly conducted to published standards.

h. Conducts ROTC Basic Camp Military Skill Tests and BPFT.

i. Conducts USMA Physical Aptitude Examinations.

16-16. FORCE INTEGRATION OFFICE. a. Provides staff responsibility and supervision for the administration of force integration/modernization for Fort Knox.

b. Participates, monitors, and coordinates the actions required in the Life Cycle System Management (LCSM) for new systems or equipment in the areas of Basis of Issue Plans (BOIPs) and Qualitative and Quantitative Personnel Requirements Information (QQPRI) for Table of Distribution and Allowances (TDA), Table of Organization and Equipment (TOE), Memorandums of Understanding (MOUs), Letters of Agreement (LOAs), and New Equipment Training Plans (NETP).

c. Provides force integration interface between installation units/departments and outside agencies/organizations.

d. Represents the installation at meetings and conferences which relate to force integration.

e. Plans, organizes, and conducts meetings on material fielding, structural change planning, and other force integration issues affecting Fort Knox.

f. Prepares information, position, and staff papers for major materiel briefings and program reviews.

g. Prepares and coordinates milestone schedules and working group meetings for the fielding of future materiel.

h. Reviews, evaluates, and comments on requirement documents and associated materiel being fielded at Fort Knox.

i. Hosts information briefings presented by materiel developers and industrial representatives for the purpose of keeping current with ongoing development programs.

j. Coordinates equipment requirements of installation organizations.

k. Coordinates and resolves issues relative to the fielding of future equipment and the receiving unit/organization.

l. Supervises installation POC involved in fielding future materiels.

m. Advises G-3/DPIM on issues concerning equipment redistribution on the installation.

16-17. AVIATION DIVISION. a. Advises the G-3/DPIM, subordinate commanders, and other staff offices on matters pertaining to aviation operations, logistics, and administration. Provides aviation support for units and activities assigned or attached to USAARMC.

b. Exercises staff supervision over technical aviation aspects of administration, training, safety, and operation of Army aviation units and activities assigned or attached to USAARMC.

c. Prepares Army aviation portions of estimates, plans, orders, and reports. Maintains liaison with aviation staffs of higher and lower headquarters.

d. Coordinates the implementation of aviation policies and assignment of aviation personnel, and reviews aviation statistical reports submitted by aviation units assigned or attached to USAARMC.

e. Exercises operational control of aircraft assigned or attached to the USAARMC Aviation Division. Exercises control of Godman Army Airfield and the USAARMC auxiliary strips.

f. Prepares and executes the preaccident plan for aircraft mishaps for USAARMC. Monitors the standing accident investigation board and designates members to investigate mishaps as they occur.

g. Presides over and furnishes a recorder for the USAARMC Aviation Safety Council.

h. Furnishes assistance and advice on program objectives and status of all management matters for which the Aviation Officer is responsible.

i. Develops budget data and distributes cost ceilings within the division.

j. Advises the G-3/DPTM on matters pertaining to aviation and airfield safety.

k. Implements and supervises the aviation safety program.

l. Schedules and conducts required monthly aviation safety meetings for all aviators required to maintain flight proficiency assigned or attached to USAARMC.

m. Maintains necessary records and files and prepares applicable reports.

16-18. AIRFIELD OPERATIONS BRANCH. a. Supervises the flight operations facilities at Godman Army Airfield.

b. Responsible to the Aviation Officer for the maintenance of Godman Army Airfield and auxiliary airstrips.

c. Advises the Aviation Officer on the operation of Godman Army Airfield.

d. Monitors the FAA flight service station and National Warning System (NAWAS) communications lines 24 hours daily.

e. Transmits flight plans to flight service for all cross-country flights departing Godman Army Airfield.

f. Logs and takes appropriate action on incoming flights.

g. Provides or arranges necessary transportation for transient aircrews arriving at Godman Army Airfield.
USAARMC Reg 10-1

h. Supervises the use of wheeled vehicle transportation used to support Godman Army Airfield.

i. Supervises the operation of POL service provided by contractor.

j. Establishes and maintains necessary records and files and prepares applicable reports.

k. Supervises storage, distribution, and implementation of necessary recording and accounting measures for POL at Godman Army Airfield.

l. Coordinates construction, maintenance, and repair of airfield facilities and structures.

m. Promulgates and maintains plans. Supervises and monitors execution of physical security and required special security for airfield facilities and personnel.

16-19. AIR TRAFFIC CONTROL BRANCH. Provides for and ensures the safe, orderly, and expeditious flow of air traffic on and in the Fort Knox Terminal Area.

16-20. FLIGHT STANDARDIZATION AND TRAINING BRANCH. a. Responsible to the Aviation Officer for the U.S. Army Aviation Flight Standardization Program per AR 95-1.

b. Supervises and maintains the Aircrew Training Program and Aircrew training manuals for USAARMC Aviation Division, G-4/DOL, and USAARMS.

c. Provides assistance for implementation of the Aircrew Training Programs for Fort Knox and Fort Benjamin Harrison, IN.

d. Maintains flight records on personnel on flight status assigned or attached to the USAARMC Aviation Division, G-4/DOL, and USAARMS.

e. Schedules training flights on aircraft assigned or attached to the USAARMC Aviation Division.

f. Coordinates and consolidates training flights to ensure maximum utilization of aircraft and establishes training mission priorities for aircraft assigned or attached to the USAARMC Aviation Division.

g. Administers and implements standardization procedures within current directives.

h. Conducts transition flight training.

i. Schedules training and annual instrument/standardization flight evaluations.

16-21. FLIGHT OPERATIONS BRANCH. a. Schedules service support flight missions for aircraft assigned or attached to USAARMC.

b. Coordinates and consolidates flight requests to ensure maximum utilization of aircraft assigned or attached to USAARMC.

c. Conducts flight cost analysis on administrative support flight missions to ensure the most effective uses of the aircraft assigned or attached to USAARMC.

d. Processes flight requests from USAARMC, Readiness Group Knox, USA Second Region, USA ROTC Cadet Command, and other tenant organizations at Fort Knox.

e. Manages the flying hour program and reports to HQ TRADOC on execution.

f. Assigns operational aviators to flight missions and ensures compliance with regulatory crew rest requirements.

g. Maintains files and historical data on service flight missions flown and on those missions rejected.

16-22. UH-1H FLIGHT SIMULATOR BRANCH. a. Schedules and documents the flight training and flying time for aviators assigned to the USAARMC, 194th Armored Brigade, 431st Medical Detachment; and the Kentucky, Illinois, Michigan, Indiana, Wisconsin, Tennessee, Minnesota, and Ohio Reserve and National Guard aviation units. Schedules, on a space available basis, any other authorized unit or individual aviator requesting instrument flight training.

b. Supervises, standardizes, and conducts synthetic flight training at USAARMC.

16-23. ORGANIZATIONAL MAINTENANCE BRANCH. a. Advises the Aviation Officer in areas pertaining to maintenance activities.

b. Supervises the division maintenance activities at Godman Army Airfield.

c. Coordinates division maintenance activities to ensure that assigned or attached aircraft are properly maintained.

d. Schedules, performs, and supervises Aviation Unit Maintenance (AVUM) performed on division aircraft.

e. Establishes and maintains necessary records and files and prepares applicable reports.

f. Requisitions all aircraft repair parts for G-3/DPTM Aviation Division aircraft. Issues and maintains individual flight equipment.

g. Maintains master hand receipt, cross reference, and authorization media.

h. Maintains document register, status card, and information file.

i. Completes DA Form 2765 (Request for Issue or Turn-In) for all supply functions and completes follow-up action as necessary.

j. Makes issue and turn-in of equipment to include maintenance of self-service accounts.

k. Issues and maintains tools and ensures accountability.

l. Maintains calibration and testing of tools.

16-24. TRAINING SUPPORT CENTER (TSC). a. Advises the G-3/DPTM in the execution of responsibilities pertaining to the Production of Graphic Training Aids, Fabrication of Devices, Photography, Audiovisual, and Training Device support.

b. Provides support and services to Active Army, Reserve Components, ROTC and Authorized Civilian Agencies in Ohio and Kentucky (less 26 counties in southwestern Kentucky) and ROTC units in West Virginia.

c. Provides program design, consolation, and advisory service to users in the selection, source, and availability of communication media. Coordinates consolation service between users and experts from the various media production agencies.

d. Maintains, through liaison with various commercial activities who manufacture, sell, and/or lease audiovisual equipment, an effective program for systematic and effective replacement of equipment to ensure a continuous modernization program.

e. Develops and recommends policies, systems, and procedures to improve efficiency of G-3/DPTM supply operations. Maintains TSC Property Book and supply records.

f. Provides a single POC for training aids/devices and audiovisual support and services.

g. Coordinates and advises customers on processing and status of work orders.

h. Supports Mobilization Training Programs with Graphic Aids and Training Devices as required by Programs of Instruction.

i. Coordinates formulation and management of branches' budgets.

j. Coordinates and supervises the operation of the TSC, Production Branch, and Services Branch.

16-25. PRODUCTION BRANCH. a. Designs, procures, or fabricates three-dimensional training devices, graphics, transparencies, etc., necessary to support training and briefings. Provides photographic support as required to support training and base operations.

b. Photographs individuals, facilities, items, etc., per requests submitted by work order.

c. Provides assistance to customers in the design of 35mm slides, transparencies, and other multi-media formats for production.

d. Fabricates training devices to scale or to a larger ratio to enhance group training. Constructs items from wood, plastic, or metal using electrical or hydraulic means for functioning.

16-26. SERVICES BRANCH. a. Plans, programs, and provides training devices/aids, audiovisual equipment, and media to active Army, Reserve Components, ROTC users, and authorized non-Army users in the assigned geographic area of responsibility.

b. Procures, maintains, stores, issues, and loans audiovisual equipment, films, film strips, slides, Polaroid film, cameras, audio recordings, and an array of three dimensional training devices and graphic training aids.

c. Provides and/or coordinates maintenance support for all training devices assigned to the TSC.

d. Maintains property accountability of items loaned through permanent and temporary hand receipt.

16-27. RANGE DIVISION. a. Advises and assists the G-3/DPIM in matters pertaining to the operation of range and training area facilities.

b. Presides, and furnishes a recorder for, the monthly Range Conference.

c. Determines and coordinates heavy maintenance requirements of ranges, bivouac sites, and 18 major training areas with the DEH, USAARMC.

d. Enforces safety precautions and facilities utilization control as prescribed in AR 385-62, AR 385-63, and USAARMC Regulation 385-22.

e. Directs activities pertaining to property responsibility, supply economy, and maintenance of pertinent records.

f. Plans and coordinates supply requirements. Receives, stores, and issues supplies and equipment for the division. Develops operational budgets.

g. Proponent of USAARMC Regulation 385-22.

h. Performs office services support for the division.

i. Schedules the use of all training complex facilities.

16-28. OPERATIONS BRANCH. a. Controls the use of the 18 major training areas, bivouac sites, and all range and impact areas.

b. Prepares installation range and impact area regulations and the weekly range and impact area schedule. Approves warning orders and notices concerning range and training area activities for publication in the USAARMC Daily Bulletin.

- c. Controls entrance and access to impact areas.
- d. Assists in the administration of restricted air space (R-3704) in conjunction with the installation air space officer.
- e. Operates a 24-hour radio and landline communication system to ranges, bivouac sites, and designated training areas.
- f. Receives, records, and maintains information pertaining to utilization of ranges and major training areas.
- g. Provides "flight following" for aircraft within the designated range area and for those aircraft flying within the training areas when requested.
- h. Coordinates and controls all air and ground medical evacuations within the range and training area complex.
- i. Conducts facility inspections before, during, and after use.

16-29. RANGE TECHNICIAN BRANCH. a. Conducts facilities inspections before, during, and after use.

b. Observes range, bivouac, and training area activities for compliance with AR 385-62, AR 385-63, and USAARMC Regulation 385-22.

c. Patrols all roads within the training complex, identifies unsafe conditions and terminates unsafe activities or activities, prohibited by governing regulations.

d. Provides on-site assistance to training units/activities.

e. Provides teams of target systems operators to operate and control use of ranges supported by moving target systems, computerized target systems, and other facility sensitive ranges.

f. Performs/supervises caretaker maintenance of training facilities.

g. Provides on-site support for high-threat training and training conducted under approved safety waivers.

16-30. MAINTENANCE BRANCH. a. Constructs, maintains, and assembles targets and provides organizational maintenance on moving target systems, target-lifting devices, and thermal target equipment.

b. Performs general maintenance on facilities located on ranges and training areas.

16-31. TOTAL ARMOR FORCE TRAINING SUPPORT DIVISION. a. Plans, directs, controls, and supervises division activities.

b. Assists and advises the director on matters pertaining to training and student text support programs.

c. Maintains liaison with extension training activities of other service schools, field commanders of the Active Army, National Guard, and Reserve Units.

× d. Serves as POC for field units and other activities requesting instructional material support.

e. Participates in the planning of USARF School POIs for officer and enlisted professional development, MOS, and functional courses.

λ f. Maintains mailing list for "The Hot Loop" distribution.

g. Maintains and administers COB.

h. Coordinates the Automated Instructional Management System (AIMS) operation.

i. Serves as functional manager and Contracting Officer Representative (COR) for AIMS. Includes user training and administrative assistance to units.

j. Provides for AIMS site operations.

16-32. RESERVE FORCES SCHOOLS SUPPORT BRANCH (USARF School Coordinator).

a. Coordinates Armor School proponent Active Training and Inactive Duty Training requirements for USARF Schools.

b. Participates in the planning and revision of USARF School POIs for officer and enlisted courses. Lessons learned through execution.

c. Receives and processes USARF School requests for equipment, facilities, training areas, and training materials.

d. Counsels students on interchangeability of USARF School and ACCP programs.

e. Upon request, evaluates military academic credits, determines academic levels, evaluates requests for waiver of course prerequisites, approves enrollment, and grants equivalent credit in accordance with DA Pamphlet 351-20 and TRADOC FORSCOM Reg 135-3.

f. Coordinates the interchange/transfer of academic credits earned (USARF, resident, or ACCP) with service schools.

g. Maintains mailing list of USARF Schools, training divisions, ARCOMs, CONUSAs, State AGs, and other agencies as required.

h. Coordinates annual printing shipment of CMF 19 training materials to USARF Schools and Training Divisions

i. Plans and conducts USARF Annual Planning Conference/Workshop.

j. Maintains USARF School student academic records and serves as advisor to USARF School students.

k. Prepares and issues certificates of training and diplomas.

l. Manages/coordinates Reserve Forces School support programs.

m. Coordinates with Field Support Branch and USAARMC/USAARMS activities to ensure locally reproduced materials are current and quantities correct.

n. Processes requests for branch transfers.

o. Quota manager for AOAC RF program.

p. Completes ATRRS entries and assists NGB ARPERCEN managers.

16-33. FIELD SUPPORT BRANCH. a. Provides support to Active, National Guard, Reserve, ROTC, and other activities through worldwide distribution of instructional training, and training reference materials. Fields training material support.

b. Requisitions, receives, stores, accounts for, and issues USAARMS instructional materials used in support of nonresident training, including materials required by Active and RC units, USARF Schools, ROTC Instructor Groups, and other service schools and activities.

c. Maintains stock control levels on USAARMS-developed instructional materials and publications needed to support both resident and nonresident programs.

d. Plans and obtains or prepares special references and supplemental material to support nonresident programs, and modifies resident instructional materials, including procurement or preparation of supporting visual aids, to adapt these materials for export. Responds to requests from field units for the development of special purpose reference and training management materials.

e. Fills individual and unit requests for routine instructional, training, or reference material. Coordinates unusual requests with USAARMC/USAARMS activities.

Delete f. Plans, designs, develops and distributes: "The Hot Loop;" This is Armor; and, History and Role of Armor.

g. Prepares and/or distributes, upon request, branch orientation materials.

h. ~~Prepares~~ Senior Officer Logistics Management Course and distributes student introductory packets.

i. Prepares, controls, and distributes the Commanding General's Welcome to Armor, AOAC, AOB, JMC, and dependent wives welcome packets.

B BMO, BNO, ANOC
j. Maintains liaison with USAARMC, USAARMS, TRADOC, DA agencies, and other service schools, and field units.

k. Reviews printing requests from USAARMC and USAARMS instructional and training development activities to ensure material levels meet the needs of field units/activities, and resident student issue.

Delete l. Prepares, administers, and coordinates the division printing budget.

Verify m. Maintains property and inventory records, and stock levels for expendable and nonexpendable property. Procures, stores, and issues supplies and equipment for TAFTS Division.

Delete n. Coordinates with the Combined Arms Center (CAC), Fort Leavenworth, Kansas for the stockage and issue of Phase I/CAS3 materials. Briefs and issues enrollment packets to AOAC graduates. Consolidates enrollment forms and mails to CAC.

x o. Coordinates transportation requirements for division. Prepares transportation and MHE reports.

16-34. STUDENT TEXT SUPPLY BRANCH. a. Maintains a DA publications center pinpoint account to support resident training.

b. Requisitions publications (Government); receives and stores publications (contractor).

c. Maintains stock control records.

d. Coordinates with USAARMC/USAARMS, other service schools, and agencies to ensure proper stock levels of publications are maintained.

e. Collects, consolidates, verifies, and prepares USAARMC/USAARMS annual publication requirements.

f. Adjusts yearly publications requirements as determined by departments.

g. Prepares inventory sheets and instructs contractor to construct student packets for issue.

h. Coordinates and schedules class issues with departments.

i. Conducts inventory of student packet materials while issuing to students (contractor).

j. Provides bulk issues of publications as required.

k. Determines first year requirements for newly developed publications (USAARMC/USAARMS and other service schools).

l. Receives publications turned in by students. Recovers reusable material and salvages material suitable for recycling.

m. Coordinates with USAARMC/USAARMS on newly available publications received via initial distribution (DA 12-Series) to determine additional annual requirements.

+ n. Maintains 12th Cavalry Regiment's NETT Division 12-Series.

o. Coordinates with Field Support Branch and USAARMC/USAARMS activities to ensure locally reproduced materials are current and qualities correct.

16-35. ACADEMIC RECORDS BRANCH. a. Serves as principal assistant for the academic evaluation of students, academic records and reports, and the Graduation Awards Program.

b. Maintains background data on officer/enlisted students and graduates.

c. Maintains final academic records, prepares diplomas, certificates of attendance or completion, and academic reports for students.

d. Provides input for Faculty Academic Board packets and related correspondence.

e. Coordinates the automated grade book entry with the academic departments, training brigades, NCO Academy, and Drill Sergeant School.

f. Coordinates the procurement and issue of graduation awards.

g. Through an automated system, submits student data input on incoming and graduating resident classes by quota source.

16-36. ARMY CONTINUING EDUCATION SYSTEM (ACES) DIVISION. a. Provides opportunities for military personnel to participate in educational activities at the appropriate level.

b. Provides personnel with the opportunity to attend classes at the basic skills level through college Associate, Baccalaureate, and Master Degree programs. Testing programs offer tests at the high school and college level, interest inventories, basic skills achievement tests and many other tests to assist soldiers in achieving their highest potential.

c. Provides learning center facilities for individuals or group learning in the areas of SDT preparation and maintaining MOS library, to provide services to all post units.

d. Enables soldiers, family members, and civilians to use the Academic Center, where individualized tutorial assistance is provided. Tutorial assistance encompasses self-improvement in the areas of language, reading, and math skills, preparation for GED and CLEP testing, as well as college admission testing.

e. Monitors the Army Apprenticeship Program and is the POC for the Ordnance Artifice Apprenticeship Program.

f. Assists civilian employees and family members of military personnel in furthering their education.

g. Provides a language laboratory facility for individuals interested in learning/improving foreign language skills in 22 different languages.

h. Provides a computer learning center for post personnel, military and civilian, with 32 terminals to be used in self-paced educational/military subjects.

16-37. SELF DEVELOPMENT TEST (SDT) BRANCH. a. Provides staff responsibility and supervision for the administration of the SDT for Fort Knox and active duty personnel assigned to ROTC and USAR units in an eight-state area.

b. Establishes test dates based on DA directives; identifies personnel to be tested; ensures test notices are distributed to soldiers through units; schedules personnel for SDT; notifies commanders of those personnel who fail to report for testing.

c. Establishes guidelines and procedures; provides supervision, direction, control, and maintains test books and administers Written Component (WC).

d. Scores test materials, distributes results to the unit for distribution to testing soldiers.

e. Conducts unit courtesy inspections upon request.

f. Conducts unit SDT briefings.

g. Implements guidance and regulations pertaining to SDT; serves as liaison between service schools, SDT Management Directorate, and the installation.

h. Establishes guidelines and procedures for Common Task Testing (CTT); distributes CTT notices annually.

16-38. RESERVE COMPONENT SUPPORT AND MOBILIZATION DIVISION. a. Advises and assists the G-3/DPIM for planning, supervising, coordinating, and supporting Reserve Component (RC) activities and training.

b. Maintains liaison with appropriate State National Guard Adjutants General, Continental U. S. Armies (CONUSA), Major U. S. Army Reserve Commands (MUSARC) and Army Readiness Group.

c. Provides a single source POC for supporting RC units with administrative, logistic, and training support.

d. Develops, manages, reviews, and executes the OMAR mission budget for installation accounts and the OMA/RPA budgets in support of ROTC Battalions as set forth by AR 5-9.

e. Assists concerned agencies, on and off the installation, in resolving problems pertaining to RC soldiers and units training at Fort Knox.

f. Provides and/or coordinates administrative and logistical support to RC units training at Fort Knox and assist in resolving installation problems concerning that support.

g. Advises other directorates, departments, and installation activities on ARNG and USAR policies, regulations, and procedures.

h. Coordinates RC public affairs and visits of RC VIPs.

i. Exercises staff supervision of JTRADOC Liaison NOOs in the USAARMC Training Center Reception Battalion area.

j. Provides reception, liaison, coordination, billeting, messing, and advisory support to reserve component units mobilizing at Fort Knox. Serves as a member of the Unit Validation Committee to certify units ready for deployment.

16-39. TRAINING BRANCH. a. Coordinates scheduling of Annual Training (AT) and Inactive Duty Training (IDT) and the displacement/satellization of USAR training units.

b. Coordinates training/operational support for RC units.

c. Coordinates individual RC soldiers training programs including Individual Ready Reserve (IRR) counterpart training tours and Individual Mobilization Augmentation (IMA) program tours.

d. Coordinates and assists installation activities/units which support RC units under a Directed Training Association (DTA) relationship as part of the Army CAPSTONE program.

e. Represents the installation at CONUSA AT scheduling conferences and prepare AT/IDT site schedules.

f. Coordinates Mobile Training Team (MTT) support to RC units.

g. Provides temporary vehicle registration to RC units attending annual training and individual RC soldiers attending school.

16-40. LOGISTICS BRANCH. a. Develops, implements, and executes the installation supply support program for both Senior and Junior ROTC Battalions in Kentucky, Ohio, and West Virginia.

b. Receives and processes requests for supplies and equipment from both supported Senior and Junior ROTC Battalions.

c. Maintains, issues, and receipts for buildings (billets, administrative, supply, dining facilities, and classrooms) used by RC units during AT and IDT.

d. Stores and issues supplies and equipment, including POL, to RC units training at Fort Knox.

e. Assists and evaluates dining facility operations of RC AT units.

f. Maintains a warehouse complex to store, segregate, process equipment, and furniture associated with the support of RC and ROTC units.

g. Maintains a supply document log of costs generated by ROTC requisitions.

h. Coordinate on post R&U and other engineer support.

i. Maintain liaison with RC equipment pools at Fort Knox.

j. Coordinate logistics support between installation activities and RC units training at Fort Knox.

16-41. RESOURCE MANAGEMENT BRANCH. a. Prepares the branch portion of the USAARMC Operating Budget for input to the G-3/DPTM.

b. Advises major subordinate commands and activities in the development of budgetary feeder data required for completion of budget programs for which the branch is responsible. Reviews, revises, and finalizes all feeder data as required by budget submissions.

c. Manages OMAR mission funds allocated for supporting the CAPSTONE Program, and for installation RC training support.

d. Coordinates the establishment of monetary ceilings for expenditures of ROTC units to include SSSC and GSA store accounts, contractual services, and funds for issue of supplies and equipment.

e. Coordinates and executes the automatic reimbursable program with input to the RC units training at Fort Knox.

16-42. MOBILIZATION BRANCH. a. Primary POC and coordination for all USAARMC mobilization and Reserve Component unit mobilization deployment and redeployment/demobilization or Release from Active Duty (REFRAD) matters.*

b. Prepares/coordinates staff studies and positions on all installation mobilization and expansion plans, Reserve components unit mobilization/deployment plans, return/demobilization plans, and CONUS Replacement Center plans.*

c. Provides mobilization direction and guidance to installation staff and coordinates with subordinate, lateral, and higher headquarters. Coordinates mobilization assistance visits to all Reserve Component units mobilizing at Fort Knox.*

d. Provides installation and higher headquarters guidance to Reserve Component units mobilizing/deploying/returning/reunifying/demobilizing/reorganizing at Fort Knox in the area of validation, Soldier Readiness Processing/Preparation for Overseas Movement (SRP/POM) processing, mobilization deployment, REFRAD, and CONUS Replacement Center operations.*

e. Coordinates USAARMC participation/evaluation on all BCT/Armor/Cavalry Mobilization Army Training Center (MATC) exercises for United States Army Reserve (USAR) armor/cavalry training units.

f. Operates the Developmental Army Readiness Mobilization System (DARMS) terminal and succeeding systems for USAARMC input/output of the Post Mobilization Training Shortfall Report (PTSR) and other mobilization related reports.*

g. Provides coordination/direction of installation plan in mobilization exercises.

h. Assists Plans Branch in the planning and execution of mobilization and mobilization deployments directed as part of nuclear exercises.

i. Serves as installation coordinator for the annual Training Base Capability Analysis (TBCA); develops Annex J (Training Base Expansion Plan) to the installation mobilization plan based on TBCA results. Utilizes TBCA techniques to address contingency requirements for training base expansion as necessary.*

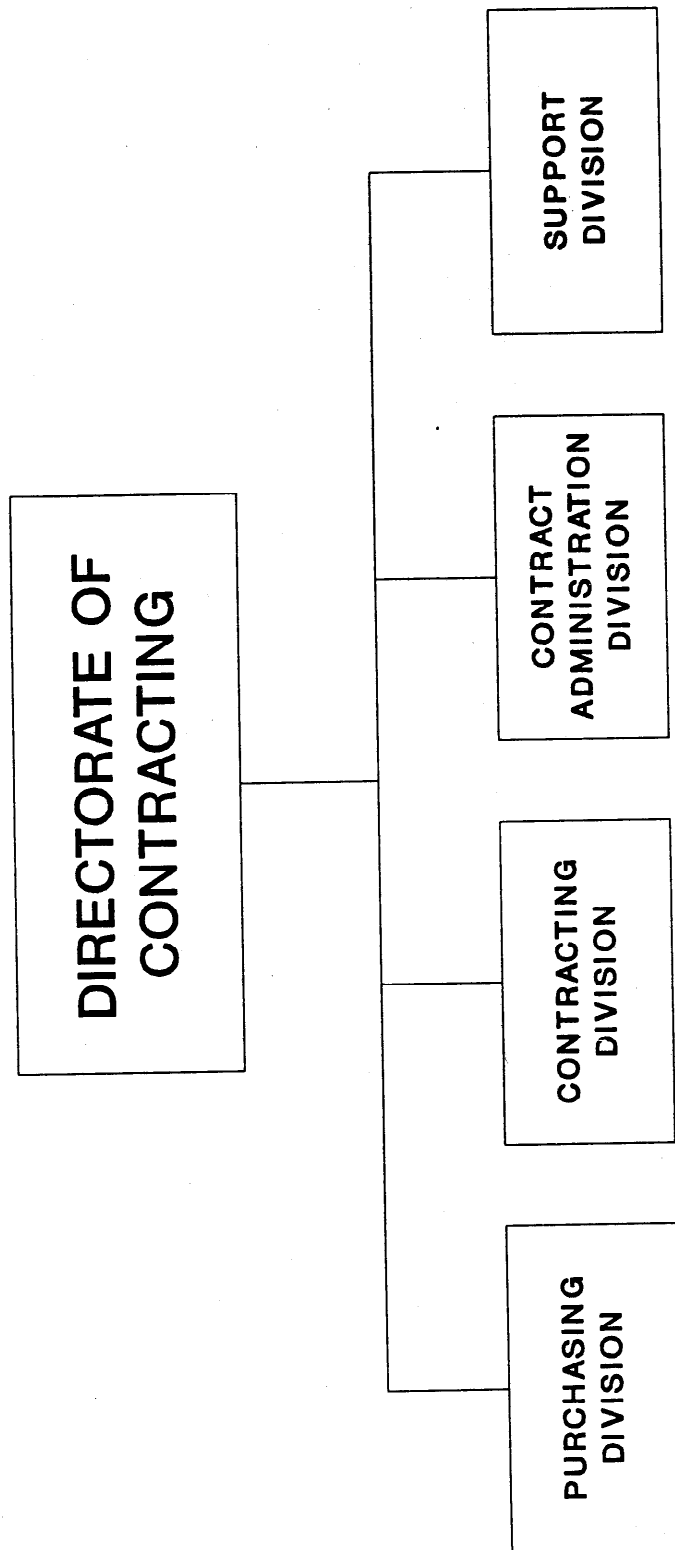
j. Provides guidance and assists installation agencies in the development of requirements to be supported and possible source of fill for Mobilization Tables of Distribution and Allowances (MTDAs) to support all mobilization related missions assigned to the Armor Center.

k. Supervises Emergency Operations Center (EOC) personnel during all mobilization related events (exercises and operations).*

l. Develops, staffs, coordinates, collates, and publishes all action plans, staff papers/studies, operations orders, memorandums of instruction, after action reports, etc. concerning installation and armor proponent issues on mobilization of units and individuals.*

m. Assists Plans Branch in the planning and execution (to include Base Operations - BASOPS actions) for mobilization deployments directed as part of war plans.*

[NOTE: Functions annotated with an asterisk (*) continue and/or expand during period of 200K Presidential Call-Up, Partial, Full, and Total Mobilization.]



CHAPTER 17

DIRECTORATE OF CONTRACTING

Section I. RESPONSIBILITIES

17-1. DIRECTOR OF CONTRACTING (DOC). The DOC is the Commanding General's principal staff officer for purchasing and contracting matters involving appropriated and nonappropriated funds. Executes contracts for nonappropriated funds acquisitions which exceed \$25,000. Plans, directs, and conducts the complete procurement program to support the USAARMC, subordinate commands, and satellite activities of the installation. Directs purchasing and contracting functions, including maintenance of records, locating and listing sources, obtaining bids, and negotiating contracts. Supervises procurement of authorized construction, supplies, and services. Executes or supervises contracts and purchase orders and administration thereof. Maintains liaison with supported activities in coordinating purchasing and contracting for requirements. Determines proper method of procurement in accordance with requirement objectives and procurement regulations. Serves as the authorized representative of the installation commander and the Government in dealing with potential suppliers and current contractors, and is the only agent of the installation commander authorized to enter into contractual agreements contemplating expenditures of appropriated funds. Recommends appointment of contracting officers to function within certain limitations as additional authorized agents. Ensures compliance with small business, minority business opportunity, and other Federal procurement programs. Monitors contracts to ensure compliance with labor laws and maintains a high standard of labor relations. Serves as the installation Small Business Specialist and is responsible for planning and conducting a program to meet assigned goals.

Section II. FUNCTIONS

17-2. PURCHASING DIVISION. a. Processes procurement actions using small purchase procedures for purchase of supplies, equipment, construction, and services by various procurement methods.

b. Ensures that requests are consolidated to provide requirements in a timely manner and optimizes acquisition efficiency.

c. Reviews purchase requests received for adequacy of description of items and urgency of need.

d. Researches and selects sources of supply; solicits oral, written, or telephonic quotations; and determines method of purchase.

e. Issues purchase orders and delivery orders to commercial vendors under established contract.

- f. Establishes blanket purchase agreements.
- g. Ensures local purchase authority and availability of funds.
- h. Determines award on basis of quoted price, acceptability of items, transportation, and delivery terms.
- i. Justifies unusual requirements, absence of competition, and prepares necessary determinations and findings.
- j. Assists and advises supported elements on purchasing procedures and availability of materials and services.

17-3. CONTRACTING DIVISION. a. Responsible for formulation, evaluation, and award of contracts for supplies, services, and construction by sealed bidding or negotiation for both appropriated and nonappropriated funds.

b. Assists customer activities in preparing and executing Advance Acquisition Planning programs to ensure efficient and economical use of allotted time and funds.

c. Implements and executes established acquisition programs including but not limited to: Small and Disadvantaged Business Program; Increase Competition in Government Acquisition; Labor Surplus Area Acquisition.

d. Assists in the planning and development of proposed installation commercial activities projects, to include assistance in developing Performance Work Statements (PWS) and plans for transition to contract performance.

e. Prepares and distributes solicitations and ensures that proposed procurements in excess of \$25,000 are publicized in appropriate commercial or business journals.

f. Receives, safeguards, and evaluates bids, proposals, and quotations.

g. Conducts preperformance conference prior to commencement of services or construction.

h. Resolves all actions associated with the acquisition requirements.

17-4. CONTRACT ADMINISTRATION DIVISION. a. Responsible for administering contracts awarded by the installation from award to closeout.

b. Coordinates technical and administrative efforts to ensure the Government's best interest is served in receiving the goods and services established by the contract.

c. Prepares and issues modifications, administrative changes, show cause notices, and termination agreements.

d. Assists, prepares, or issues Contracting Officer decisions, replies to Congressional inquiries, and litigation documents.

e. Appoints Contracting Officer Representatives and oversees the quality assurance, surveillance, and evaluation of contract performance.

f. Closes out completed/paid contracts.

17-5. SUPPORT DIVISION. a. Administratively supports the directorate. Ensures administrative correctness and completeness of all ongoing correspondence.

b. Maintains files, processes data, and compiles and prepares reports as required.

c. Develops data for budget and controls budget requirements for the directorate.

d. Serves as focal point for operations of the Standard Army Automated Contracting System.

e. Administers civilian personnel program for the directorate.

f. Maintains a commercial activities library.

g. Prepares directorate SOP and installation procurement regulation.

h. Requisitions and accounts for all supplies and equipment.

i. Operates an Imprest Fund.